



## SISWeb Gradebook User Group April 29, 2015 Meeting Minutes

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Attendees: **CNYRIC:** Steve Andrews, Marcia Fenocchi, Eric Hovater  
**APW:** George Parker  
**Chittenango:** Sharrol Thurston  
**Jordan Elbridge:** Karen Hourigan  
**Lafayette:** Sandra Burt, Amy Flemming, Freida Jacques  
**North Syracuse:** Nikki Slater, Diane Skapura  
**Pulaski:** Bonnie Morris  
**Southern Cayuga:** Peter Bakija

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### CNYRIC Items:

- Frequency and Purpose of User Group
  - Twice annual meetings, occurring in the fall and spring of the school year.
  - Intended audience: Faculty and administrators in schools that are using the SIS Gradebook.
  - Purpose: A forum to discuss best practices, training and support issues and future enhancement items.
  
- Training and Support Items:
  - CNYRIC support is available in the form of a half day on-site at the schools. Schools are encouraged to make arrangements for early June support dates if needed.
  - Final Average grade submission process is slightly different than the marking period grade submission. Process was discussed and demonstrated to the group.
  - Unscored Regents or Final Exams will prevent the Final Average submission unless weight of the exam is 0.
  - After Regents Exams are uploaded to SIS, it is at that time that Final averages can and should be submitted from the gradebook.
  - The Regents Exams and the new Common Core Regents Exams were discussed.

### Gradebook Enhancement Discussion

- The enhancement suggestion list from the Fall User Group meeting was reviewed. Items completed and being removed from that list include:
  - Teacher ability to mass communicate from the Gradebook to adults and students in the class. This item was demonstrated and discussed.
  - The Portal User 'New Password' option is now much improved. The fields, "New Password" and "Confirm New Password" are not displayed unless the portal user clicks a link to do so.

### Other Discussion Items

- Transferred and Dropped Students are displayed at the bottom and are clearly indicated in the gradebook class list, but are shown within the alphabetical class list on the teachers' marks screen.
- Teachers are prevented from entering grades from this marks screen where students have transferred from the class to another. However, a dropped student is still available for mark entry. This was identified as a potential bug and is being investigated.
- This disparity in the marks screen class list display can be sorted by student status to keep active students at top of list. Actual mark entry order is not changed, however.
- Teachers may occasionally experience a misalignment of rows of student names and assignment scores, such that it is difficult to read directly across the row. This can be fixed by "resizing" the browser left to right.
- Extra Credit was discussed, and while the demonstration was a little less than stellar, a full explanation of Extra Credit types can be found in the Gradebook Training Manual, pages 28-29.

Teachers are encouraged to forward suggestions to CNYRIC via their school's Turnkey Trainers and Administrators.

**The next SISWeb Gradebook User Group Meeting is scheduled for  
Wednesday, October 15, 2015 8:30 to 11:00 am  
Conference Rooms 1 & 2, Rodax Building 2**